

CHECKLIST FOR ADMINISTRATIVE SUBDIVISION

Ten (10) copies of all items

A proposed plat, stamped and signed by a professional surveyor registered in the State of Rhode Island, showing the following information (“N/A” if not applicable):

1. _____ A general location map showing the relationship of the parcel to the area within a half-mile radius
2. _____ Names and addresses of the property owner and applicant
3. _____ Date of plan preparation, with revision date(s)
4. _____ True north arrow, and graphic scale (minimum of 1 inch = 100 feet, or as otherwise required) on an 18-inch by 24-inch sheet (for recording purposes)
5. _____ Assessors Map/Plat, Block, and Card/Lot numbers of the parcel being resubdivided, modified and / or recorded
6. _____ Existing property lines, easements and rights of way
7. _____ Zoning district(s) of the parcel being re-subdivided, modified and / or recorded with zoning boundary lines shown if there is more than one district
8. _____ Location, width and names of existing public, private or paper streets within or immediately adjacent to the parcel being re-subdivided, modified and / or recorded
9. _____ Names of abutting property owners and property owners immediately across any streets adjacent to the subject parcel
10. _____ Location and size of existing buildings, structures and improvements
11. _____ Approximate location of wetlands and coastal features
12. _____ Proposed property lines, drawn so as to distinguish them from existing property lines
13. _____ Locations of existing and proposed permanent bounds (concrete or granite where possible)
14. _____ Existing and proposed areas of the parcel being re-subdivided and / or modified

15. _____ Dimensions and total area of the subject parcel, and location and dimensions of existing property lines, easements and rights-of-way within or appurtenant to the subject parcel, with a certification (stamp) of a registered land surveyor, and class of survey
16. _____ Existing contours at intervals of two feet (interpolation to 5' from U.S. Geodetic 10' data may be acceptable)
17. _____ Explanatory note summarizing the purpose of the plan, i.e., the change being proposed, with appropriate references to deeds and recorded plats

Supplementary information:

1. _____ If applicable, a notarized letter from the property owner(s) to the Planning Board stating that the applicant has been given the specific authority to represent the owner in the matter before the Board
2. _____ Current filing fees: \$_____ for Administrative Subdivision
\$_____ for Recording (per sheet)

(Separate checks payable to the Town of Tiverton)

_____ Signature of Professional Land Surveyor	_____ Registration No.	_____ Date
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